

PS 5267.06 VISITING REGULATIONS



U.S. Department of Justice  
Federal Bureau of Prisons

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# Program Statement

OPI: CPD  
NUMBER: 5267.06  
DATE: 5/17/99  
SUBJECT: Visiting Regulations  
RULES EFFECTIVE: 6/11/99

1. [PURPOSE AND SCOPE §540.40. The Bureau of Prisons encourages visiting by family, friends, and community groups to maintain the morale of the inmate and to develop closer relationships between the inmate and family members or others in the community. The Warden shall develop procedures consistent with this rule to permit inmate visiting. The Warden may restrict inmate visiting when necessary to ensure the security and good order of the institution.]

Due to practical considerations and the different nature of various institutions, certain limitations must be recognized and controls established in developing and administering visiting regulations. The extent of these limitations will vary with each institution, and they are recognized as reasons upon which restrictions on visiting may be based. These limitations shall be specified in the Institution Supplement.

2. SUMMARY OF CHANGES. This reissuance incorporates the following modifications:

- ! New rule text mandates that inmates are responsible for mailing the Visitor Information (BP-629) form to prospective visitors.
- ! The previous Visitor Information (BP-309) and Authorization for Release (BP-310) forms have been consolidated into one form entitled Visitor Information (BP-629).
- ! Unless unusual circumstances exist, the requirement to reapprove the visitors already identified on the inmate's visiting list is no longer required for inmates transferring from one institution to another.

[Bracketed Bold - Rules]  
Regular Type - Implementing Information.

- ! The Notification to Visitor (BP-s224) has been amended to include cellular telephones on the list of prohibited items.
- ! Language has been removed regarding officer selection in order to remain consistent with the roster committee selection process.
- ! Language has also been removed which permitted discretionary identification of visitors without photo identification. All visitors, with the exception of children under sixteen years, must display photo identification before being permitted into the institution.
- ! This reissuance adds a section detailing Pretrial/Holdover/ Detainee procedures and updates ACA Standards. A new ACA Standard (3-4441-1), effective January 1997, requires notification to inmates, within 24 hours of arrival at an institution, regarding visiting procedures.

3. PROGRAM OBJECTIVES. The expected results of this program are:

- a. All inmates will be provided visits by family, friends, and community groups consistent with the security and orderly running of the institution.
- b. A visiting schedule will be established for all institutions.
- c. A record of visitors will be maintained for all inmates.
- d. Procedures to monitor all visiting areas will be established to prevent the passage of contraband and to ensure the security and good order of the institution.

4. DIRECTIVES AFFECTED

a. Directive Rescinded

PS 5267.05 Visiting Regulations (7/21/93)

b. Directives Referenced

PS 1280.10	JUST, NCIC, & NLETS Systems Users Guide (4/19/96)
PS 1315.06	Legal Activities, Inmate (3/3/97)
PS 1490.04	Victim and Witness Notification (2/3/98)
PS 4500.04	Trust Fund/Warehouse/Laundry Manual (12/15/95)

PS 5100.06	Security Designation and Custody Classification Manual (6/7/96)
PS 5180.04	Central Inmate Monitoring System Operations Manual (8/16/96)
PS 5270.07	Inmate Discipline and Special Housing Units (12/29/87)
PS 5280.08	Furloughs (2/4/98)
PS 5500.09	Correctional Services Manual (10/27/97)
PS 5510.09	Searching, Detaining, or Arresting Persons Other Than Inmates (3/6/98)
PS 5521.05	Searches of Housing Units, Inmates and Inmate Work Areas (6/30/97)
PS 7331.03	Pretrial Inmates (11/22/94)

c. Rules cited in this Program Statement are contained in 28 CFR 540.40-52.

5. STANDARDS REFERENCED

a. American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4149, 3-4255, 3-4440, 3-4441, 3-4441-1, 3-4442, 3-4443, 3-4445, 3-4446.

b. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-2E-03, 3D-17, 5D-10, 5D-11, 5D-12, 5D-15, 5D-16.

c. American Correctional Association 2nd Edition Standards for Administration of Correctional Agencies: 2-CO-5D-01.

d. American Correctional Association for Adult Correctional Boot Camp Programs: 1-ABC-2E-04, 5D-12, 5D-13, 5D-14, 5D-15, 5D-16.

6. PRETRIAL/HOLDOVER/DETAINEE PROCEDURES. The procedures specified in this program statement apply to all inmates housed in Bureau of Prisons institutions.

7. VICTIM/WITNESS CASE. When a Victim/Witness Program (VWP) inmate requests to place a victim or witness on his or her visiting list, refer to the Program Statement, Victim and Witness Notification.

8. WITSEC INMATE. When an inmate in the Witness Security Program (WITSEC) inmate requests to place an individual on his or her visiting list, refer to the Central Inmate Monitoring System Operations Manual (Limited Official Use Only) for procedures.

9. [VISITING FACILITIES §540.41. The Warden shall have the visiting room arranged so as to provide adequate supervision, adapted to the degree of security required by the type of institution. The Warden shall ensure that the visiting area is as comfortable and pleasant as practicable, and appropriately furnished and arranged. If space is available, the Warden shall have a portion of the visiting room equipped and set up to provide facilities for the children of visitors.

a. Institutions of minimum and low security levels may permit visits beyond the security perimeter, but always under supervision of staff.

b. Institutions of medium and high security levels, and administrative institutions may establish outdoor visiting, but it will always be inside the security perimeter and always under supervision of staff.]

10. [VISITING TIMES §540.42

a. Each Warden shall establish a visiting schedule for the institution. At a minimum, the Warden shall establish visiting hours at the institution on Saturdays, Sundays, and holidays. The restriction of visiting to these days may be a hardship for some families and arrangements for other suitable hours shall be made to the extent practicable. Where staff resources permit, the Warden may establish evening visiting hours.

b. Consistent with available resources, such as space limitations and staff availability, and with concerns of institution security, the Warden may limit the visiting period. With respect to weekend visits, for example, some or all inmates and visitors may be limited to visiting on Saturday or on Sunday, but not on both days, in order to accommodate the volume of visitors. There is no requirement that every visitor has the opportunity to visit on both days of the weekend, nor that every inmate has the opportunity to have visits on both days of the weekend.]

To the extent practicable, and consistent with available resources and concerns of institution security, each Warden is encouraged to establish visiting hours for each inmate on both days of the weekend, and/or to try to accommodate a visitor who can only visit on a specific weekend day.

11. [FREQUENCY OF VISITS AND NUMBER OF VISITORS §540.43. The Warden shall allow each inmate a minimum of four hours visiting

time per month. The Warden may limit the length or frequency of visits only to avoid chronic overcrowding. The Warden may establish a guideline for the maximum number of persons who may visit an inmate at one time, to prevent overcrowding in the visiting room or unusual difficulty in supervising a visit. Exceptions may be made to any local guideline when indicated by special circumstances, such as distance the visitor must travel, frequency of the inmate's visits, or health problems of the inmate or visitor.]

The Warden may establish a limit, consistent with available resources, on the number of visits an inmate may receive and/or the number of visiting hours (in excess of four) allotted to the inmate each month. Due to space limitations, some limits on visiting may be necessary when an inmate has a large number of regular approved visitors living in the vicinity of the institution. Where facilities permit, the Warden may allow family groups to visit.

12. [REGULAR VISITORS §540.44. An inmate desiring to have regular visitors must submit a list of proposed visitors to the designated staff. Staff shall compile a visiting list for each inmate after suitable investigation (see §540.51(b)). The list may include:]

§540.51(b) refers to Section 19.b. of this Program Statement.

[a. Members of the Immediate Family. These persons include mother, father, step-parents, foster parents, brothers and sisters, spouse, and children. These individuals are placed on the visiting list, absent strong circumstances which preclude visiting.]

The word "spouse" includes a common-law relationship which has previously been established in a state which recognizes such a status. In states which do not, a common-law relationship is not considered "immediate family." For determination of applicable state laws, Regional Counsel should be consulted.

Failure to obtain acknowledgment of parent or legal guardian may preclude the addition of children to the visiting list. See Section 19.b. of this Program Statement.

[b. Other Relatives. These persons include grandparents, uncles, aunts, in-laws, and cousins. They may be placed on the approved list if the inmate wishes to have visits from them regularly and if there exists no reason to exclude them.

c. Friends and Associates

(1) For Minimum and Low Security Level Institutions. The visiting privilege shall ordinarily be extended to friends and other non-relatives, unless visits could reasonably create a threat to the security and good order of the institution;

(2) For Medium and High Security Level Institutions and Administrative Institutions. The visiting privilege shall ordinarily be extended to friends and associates having an established relationship prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution.]

See Section 19.b.(2) of this Program Statement regarding background investigations for proposed visitors.

Under 18 U.S.C. § 3582(d), which applies to offenses committed on or after November 1, 1987,

"The court, in imposing a sentence to a term of imprisonment upon a defendant convicted of a felony set forth in chapter 95 (racketeering) or 96 (racketeer influenced and corrupt organizations) of this title or in the Comprehensive Drug Abuse Prevention and Control Act of 1970 (21 U.S.C. 801 et seq.), or at any time thereafter upon motion by the Director of the Bureau of Prisons or a United States attorney, may include as a part of the sentence an order that requires that the defendant not associate or communicate with a specified person, other than his attorney, upon a showing of probable cause to believe that association or communication with such person is for the purpose of enabling the defendant to control, manage, direct, finance, or otherwise participate in an illegal enterprise."

The Regional Counsel may be consulted to determine the applicability of this provision to a specific situation.

Ordinarily, an inmate's visiting list should not list more than 10 friends and associates. The Warden may make an exception to this provision when warranted.

[d. Persons with Prior Criminal Convictions. The existence of a criminal conviction alone does not preclude visits. Staff shall give consideration to the nature, extent and recentness of

convictions, as weighed against the security considerations of the institution. Specific approval of the Warden may be required before such visits take place.]

Prior to placing an individual who is on probation, parole, or supervised release status on an inmate's visiting list, staff shall ordinarily obtain written authorization approving the person for such visitation from the appropriate federal or state Probation/Parole officials. A copy of this authorization shall be maintained in Section 2 of the FOI-Exempt portion of the Inmate Central File.

See Section 19.b.(2) of this Program Statement regarding background investigations for proposed visitors.

[e. Children under Sixteen. Children under the age of 16 may not visit unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult or a children's program. Exceptions in unusual circumstances may be made by special approval of the Warden.]

The signature of a parent or guardian on the Visitor Information form (BP-629) is necessary to process a request for an applicant under 18 years of age. Further completion of the questionnaire portion of this form by an applicant under 18 years of age ordinarily is not required if the applicant is an immediate family member of the requesting inmate. The Warden, after consultation with Regional Counsel, may make exceptions to the requirement for acknowledgment by parent or guardian.

13. [BUSINESS VISITORS §540.45. No inmate is permitted to engage actively in a business or profession. An inmate who was engaged in a business or profession prior to commitment is expected to assign authority for the operation of such business or profession to a person in the community. Even though the inmate has turned over the operation of a business or profession to another person, there may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. In such cases, the Warden may permit a special visit.]

14. [CONSULAR VISITORS §540.46. Whenever it has been determined that an inmate is a citizen of a foreign country, the Warden shall permit the consular representative of that country to visit on matters of legitimate business. The Warden may not withhold this privilege even though the inmate is in disciplinary status.]



**15. [VISITS FROM REPRESENTATIVES OF COMMUNITY GROUPS §540.47.**

The Warden may approve as regular visitors, for one or more inmates, representatives from community groups such as civic and religious organizations, or other persons whose interests and qualifications for this kind of service are confirmed by staff. The Warden may waive the requirement for the existence of an established relationship prior to confinement for visitors approved under this section.]

As distinguished from representatives of community groups, past or present participants in the volunteer and citizen involvement program ordinarily may not be added to an inmate's visiting list without the Regional Director's approval. Such approval is ordinarily not granted.

**16. [SPECIAL VISITS §540.48. The Warden may authorize special visits:**

a. For clergy, former or prospective employers, sponsors, and parole advisors. Visits in this category serve such purposes as assistance in release planning, counseling, and discussion of family problems;

b. By an authorized visitor at other than regularly established visiting times, or in excess of regularly permitted visits;

c. By attorneys; and]

See the Program Statement on Inmate Legal Activities. Staff may not subject visits between an attorney and an inmate to auditory supervision. To the extent practicable, attorney visits, for both pretrial and sentenced inmates, are to take place in a private conference room. Where such a room is not available, the attorney visit may occur in a regular visiting room, provided the inmate and the inmate's attorney have a degree of separation from other visitors. It is important that the inmate/attorney visit be afforded a private meeting area. On occasion, a situation may arise when private conference rooms are in use, and the attorney does not wish to meet in a regular visiting room. When this occurs, the attorney is to be offered the opportunity to reschedule the visit when a more private area is available.

[d. To pre-trial inmates to assist in protecting their business or in preparing for trial.]

See the Program Statement on Pretrial Inmates.

17. [TRANSPORTATION ASSISTANCE §540.49. The Warden shall ensure that directions for transportation to and from the institution are provided for the approved visitor (see §540.51(b)(4)). Directions for transportation to and from the institution and pay phone service, with commercial transportation phone numbers posted, are also to be made available at the institution to assist visitors.]

§540.51(b)(4) refers to Section 19.b.(4) of this Program Statement.

18. [VISITS TO INMATES NOT IN REGULAR POPULATION STATUS §540.50

a. Admission and Holdover Status. The Warden may limit to the immediate family of the inmate visits during the admission-orientation period or for holdovers where there is neither a visiting list from a transferring institution nor other verification of proposed visitors.

b. Hospital Patients

(1) When visitors request to see an inmate who is hospitalized in the institution, the Chief Medical Officer (or, in his absence, the Health Services Administrator), in consultation with the Captain, shall determine whether a visit may occur, and if so, whether it may be held in the hospital.]

When the Clinical Director (or, in his or her absence, the Health Services Administrator) recommends against the visit because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes a visit inadvisable, or is otherwise not in a condition to see visitors, the situation is to be carefully and sensitively interpreted to the proposed visitor and documented in the Inmate Central File.

[(2) Visits to inmates hospitalized in the community may be restricted to only the immediate family and are subject to the general visiting policy of that hospital.

c. Detention or Segregation Status. Ordinarily, an inmate retains visiting privileges while in detention or segregation status. Visiting may be restricted or disallowed, however, when an inmate, while in detention or segregation status, is charged with, or has been found to have committed, a prohibited act having to do with visiting guidelines or has otherwise acted in a way that would reasonably indicate that he or she would be a threat to the orderliness or security of the visiting room.

Loss of an inmate's visiting privileges for other reasons may not occur unless the inmate is provided a hearing before the Discipline Hearing Officer (DHO) in accordance with the provisions of §541.17 of this chapter, following those provisions which are appropriate to the circumstances, which results in a finding by the DHO that the inmate committed a prohibited act and that there is a lack of other appropriate sanctions or that imposition of an appropriate sanction previously has been ineffective.

The Unit Discipline Committee (UDC) may not impose a loss of visiting privileges for inmates in detention or segregation status. The provisions of this paragraph (c) do not interrupt or delay a loss of visiting sanction imposed by the UDC or DHO prior to the inmate's placement in detention or segregation status.]

§541.17 refers to the Program Statement on Inmate Discipline and Special Housing Units.

An inmate in administrative detention or disciplinary segregation status may ordinarily receive visits in accordance with the same rules and regulations that apply to general population inmates, providing such visits do not pose a threat to the security or orderly operation of the institution. In such cases, the Warden may authorize special visiting procedures to preclude such a threat.

For provisions on loss of privileges resulting from a disciplinary hearing, see the Program Statement on Inmate Discipline and Special Housing Units.

19. [PROCEDURES §540.51

a. Responsibility. The Warden of the institution shall establish and enforce local visiting guidelines in accordance with the rules and regulations of the Bureau of Prisons.]

The Captain ordinarily is responsible for the appearance and operation of the visiting room and training of visiting room officers.

[b. Preparation of the List of Visitors

(1) Staff shall ask each inmate to submit during the admission-orientation process a list of proposed visitors. After appropriate investigation, staff shall compile a visiting list for each inmate and distribute that list to the inmate and the visiting room officer.]

Upon arrival at an institution, inmates are provided an institution handbook during the Intake Screening process. The handbook must provide an overview of the institution's visiting procedures, including the following:

- ! Facility address/phone number; directions to the facility and information about local transportation;
- ! Days and hours of visitation;
- ! Approved dress code and identification requirements for visitors;
- ! Items authorized in visiting room;
- ! Special rules for children;
- ! Authorized items that visitors may bring to give to the inmate, if applicable;
- ! Special visits.

An initial visiting list is ordinarily distributed within the first few days of the inmate's commitment period. This list ordinarily identifies immediate family members approved to visit the inmate. Additional family members and friends may be added in the future following the completion of an appropriate investigation.

Whenever a person is deleted from or added to an inmate's visitor list, staff shall update the list to reflect the change. Staff shall place a copy of the most current approved visiting list in section 3 of the Inmate Central File. Likewise, if an inmate elects not to have any visitors, he or she shall sign a visiting list indicating no visitors are requested. This form shall be filed in section 3 of the Inmate Central File.

**[(2) Staff may request background information from potential visitors who are not members of the inmate's immediate family, before placing them on the inmate's approved visiting list. When little or no information is available on the inmate's potential visitor, visiting may be denied, pending receipt and review of necessary information, including information which is available about the inmate and/or the inmate's offense, including alleged offenses.]**

The Visitor Information form (BP-629) (Attached) is used to both request background information and obtain the visitor's consent to release information. Due to greater security needs that exist in medium or high security level and administrative institutions, staff in those institutions are expected to obtain background information from potential visitors who are not members of the inmate's immediate family. However, staff at Minimum and Low security institutions are also encouraged to do so. An exception to this procedure may be made when warranted,

for example, with pretrial inmates (see the Program Statement on Pretrial Inmates).

[(3) If a background investigation is necessary before approving a visitor, the inmate shall be held responsible for mailing a release authorization to the proposed visitor. That form must be signed and returned to staff by the proposed visitor prior to any further action regarding visiting. Upon receipt of the authorization form, staff may then forward a questionnaire, along with the release authorization, to the appropriate law enforcement or crime information agency.]

The inmate shall mail the Visitor Information form (BP-629)(Attached) to his or her potential visitor(s). This form must be completed by the visitor and mailed directly to unit staff responsible for the inmate's case. If necessary, staff shall either send the Request for Conviction Information form (BP-311) (Attached) to the appropriate law enforcement agency to gather additional background information or complete a background check using the National Crime Information Center (NCIC).

Visitor Information forms, Request for Conviction Information forms, and/or NCIC background information shall be maintained in Section 2 of the FOI-Exempt portion of the Inmate Central File.

Ordinarily, when an inmate transfers from one institution to another, staff need not reapprove the visitors already contained on the inmate's visiting list.

[(4) Staff shall notify the inmate of each approval or disapproval of a requested person for the visiting list. Upon approval of each visitor, staff shall provide the inmate with a copy of the visiting guidelines and with directions for transportation to and from the institution. The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting guidelines and directions for transportation to and from the institution. The visiting guidelines shall include specific directions for reaching the institution and shall cite 18 U.S.C. 1791, which provides a penalty of imprisonment for not more than twenty years, a fine, or both for providing or attempting to provide to an inmate anything whatsoever without the knowledge and consent of the Warden.]

See the Program Statement on Searching, Detaining, or Arresting Persons Other than Inmates, regarding the language and placement of contraband warning signs at each institution.

[(5) An inmate's visiting list may be amended at any time in accordance with the procedures of this section.

c. Identification of Visitors. Staff shall verify the identity of each visitor (through driver's license, photo identification, etc.) prior to admission of the visitor to the institution.]

Visitors under the age of sixteen are accompanied by a parent or legal guardian and are exempted from this provision.

[d. Notification to Visitors. Staff shall make available to all visitors written guidelines for visiting the institution. Staff shall have the visitor sign a statement acknowledging that the guidelines were provided and declaring that the visitor does not have any article in his/her possession which the visitor knows to be a threat to the security of the institution. Staff may deny the visiting privilege to a visitor who refuses to make such a declaration.]

Visiting room staff are to make the institution's written guidelines for visiting available to visitors to the institution. The Notification to Visitor form (BP-224) (Attached) may be retrieved via BOPDOCS.

[e. Searching Visitors. Staff may require a visitor to submit to a personal search, including a search of any items of personal property, as a condition of allowing or continuing a visit.]

See the Program Statement on Searching, Detaining, or Arresting Persons Other than Inmates.

[f. Record of Visitors. The Warden shall maintain a record of visitors to each inmate. The visitor's signature may be required on that record and shall be required on at least one visiting log or record maintained by the institution.

g. Supervision of Visits. Staff shall supervise each inmate visit to prevent the passage of contraband and to ensure the security and good order of the institution. The Warden may establish procedures to enable monitoring of the visiting area, including restrooms located within the visiting area. The Warden must provide notice to both visitors and inmates of the potential for monitoring the visiting area. The Warden may monitor a

visitor restroom within the visiting area when there is reasonable suspicion that a visitor and/or an inmate is engaged, or attempting or about to engage, in criminal behavior or other prohibited behavior.]

Visitor restrooms may be monitored only with the Warden's approval, confirmed in writing, and only after it is determined that there is a reasonable suspicion that the visitor and/or inmate is engaged, or attempting or about to engage, in a criminal activity or other prohibited behavior. The monitoring should be conducted by a person of the same sex as the visitor using the restroom. Other restrooms may be inspected and monitored as needed for security purposes. See the Program Statement on Searching, Detaining, or Arresting Persons Other than Inmates for further information on what constitutes "reasonable suspicion."

[(1) The visiting room officer shall ensure that all visits are conducted in a quiet, orderly, and dignified manner. The visiting room officer may terminate visits that are not conducted in the appropriate manner. See 28 CFR §541.12, item 5, for description of an inmate's responsibility during visits.]

§541.12 refers to the Program Statement on Inmate Discipline and Special Housing Units, Chapter 3. Prior to terminating a visit, visiting room officers should consult with the Lieutenant or Institution Duty Officer.

[(2) Staff shall permit limited physical contact, such as handshaking, embracing, and kissing, between an inmate and a visitor, unless there is clear and convincing evidence that such contact would jeopardize the safety or security of the institution. Where contact visiting is provided, handshaking, embracing, and kissing are ordinarily permitted within the bounds of good taste and only at the beginning and at the end of the visit. The staff may limit physical contact to minimize opportunity for the introduction of contraband and to maintain the orderly operation of the visiting area.]

An inmate who has been approved for, and is awaiting placement in the ADX-Florence Control Unit may be limited to non-contact visits.

[(3) The visiting room officer may not accept articles or gifts of any kind for an inmate, except packages which have had prior approval by the Warden or a designated staff member. The Warden may allow a visitor to leave money with a designated staff member for deposit in the inmate's commissary account.]

See the Trust Fund/Warehouse/Laundry Manual.

[(4) The visiting room officer shall be aware of any articles passed between the inmate and the visitor. If there is any reasonable basis to believe that any item is being passed which constitutes contraband or is otherwise in violation of the law or Bureau regulations, the visiting room officer may examine the item.]

An Associate Warden, the Duty Officer, or the Captain may be consulted in questionable cases.

20. [PENALTY FOR VIOLATION OF VISITING REGULATIONS 540.52. Any act or effort to violate the visiting guidelines of an institution may result in disciplinary action against the inmate, which may include the denial of future visits, possibly over an extended period of time. Moreover, criminal prosecution may be initiated against the visitor, the inmate, or both, in the case of criminal violations.]

21. VISITING REGULATIONS REGARDING PETS. Visitors are precluded from bringing animals on institutional grounds, except for dogs that assist persons with disabilities. Then, the visitor must provide staff with certification that the dog is trained for that purpose.

22. INSTITUTION SUPPLEMENT. Each institution shall develop local procedures and guidelines required to administer this Program Statement. The Institution Supplement must be translated into Spanish. The institution supplement shall include, at a minimum, the following considerations:

- ! The visiting schedule for the institution, including all of its components (e.g., satellite camp, jail, etc.), if they differ;
- ! Holdover visiting procedures (time frame for approval; who is permitted to visit, etc.);
- ! The procedures to monitor all visiting areas to prevent the passage of contraband and ensure the security and good order of the institution;
- ! The method by which staff will make written guidelines available to visitors;



- ! The limitations of visiting space;
- ! The time and administrative expense incidental to arranging and supervising visits; and
- ! The need for maintaining other institutional activities without unnecessary or extended interference.

/s/

Kathleen Hawk Sawyer  
Director

Attachments distributed with initial paper copy only. All forms are available on BOPDOCS.

- ! Visitor Information Form BP-629(52)
- ! Request for Conviction Information  
BP-311(52)/Jul95
- ! Notification to Visitor BP-224(52)